

INFORMATION FOR LITIGATION
(Required by Federal Claims Collection Act and 4 CFR Ch. II)

1. DEBTOR(S) - IDENTIFICATION AND FINANCIAL CONDITION

A. Name(s) and Address(es) of Debtor(s) _____

☐ Address(es) unknown. Last known address _____

Efforts to locate: (Unchecked boxes indicate "couldn't contact", "not feasible", etc.)

- | | | |
|---|--|---|
| <input type="checkbox"/> Neighbors | <input type="checkbox"/> Local Govt. Agencies | <input type="checkbox"/> Drivers' license records |
| <input type="checkbox"/> Relatives | <input type="checkbox"/> Dist. Dir. Int. Revenue | <input type="checkbox"/> Auto title and license records |
| <input type="checkbox"/> Friends | <input type="checkbox"/> Telephone directory | <input type="checkbox"/> Employer |
| <input type="checkbox"/> Local businesses | <input type="checkbox"/> Postal tracer | <input type="checkbox"/> Other |

B. Assets Liabilities and Related Data.

Can Collect: ☐ in full; or ☐ Substantial part

☐ Chattels and Fixtures: See attached Form FSA 455-1, "Request for Legal Action."

Amount of claim - Item 4	Income - Item 13
Assets and liabilities - Items 7, 8 and 9	Expenses - Item 14

☐ Conversion. See attached Form FSA 455-2, "Evidence of Conversion," with respect to security property sold, assets and liabilities of purchasers, etc.

☐ Real Estate. See attached Form RD 465-7, "Report on Real Estate Problem Case."

Amount of claim - Item 8	Income - Items 11 and 14
Assets and liabilities - Items 11, 15 and 16	Expenses - Item 14

☐ Deceased Debtor. See attached Form RD 455-17, "Report on Deceased Borrower," for assets, liabilities, and other information regarding the estate.

C. Claims Under \$250 Principal. If the claim is under \$250 principal, failure to file suit would have the following adverse effects on Agency programs:

II. **COLLECTION ACTIVITIES.** Complete this Part II except when (a) an emergency exists, or (b) criminal action is recommended.

A. Demand Letters and Personal Interviews.

☐ Required demand letter(s) were mailed to all debtor(s) with negative results; and

☐ Debtor(s) interviewed personally. Summary of interview: _____
 _____, or

☐ Debtor(s) not interviewed personally because:

☐ Interview refused

☐ Cannot be located

☐ Too remotely located

☐ Other

B. Setoff (Offset)

☐ Agri. program payments exhausted, or ☐ not currently available; and ☐ Not a Federal employee, or

☐ Is a Federal employee, but efforts to collect have been ineffectual because _____
 _____ ; and

☐ Has no judgment against Federal Government of which we are aware.

C. Compromise- Not permissible because:

☐ Can collect in full, or

☐ Debtor(s) submitted offer for less than ability to pay, or

☐ Debtor(s) would not submit offer, but able to pay substantial part of debt.

D. Temporary Suspension of Collection Activities - not permissible because:

☒ Debtor(s) either can be located, or if cannot be located, a substantial collection can presently be made.

E. Termination (Charge-Off) - Not permissible because:

☐ Debtor(s) is reasonably able to make a substantial payment on the claim and has assets or income out of which such collection may presently be made, or

☐ Can recover more than costs of collection, or

☐ Claim has legal merit, or

☐ Claim can be substantiated by evidence.

F. Transfer, Voluntary Conveyance, Non-Court Foreclosure

☐ Transfer of security property to third parties, with their assumption of the amount of the secured debts equal to the value of the security therefor, cannot be made in accordance with existing authorities, and

☐ Voluntary conveyance of any real estate security to the Government for credit of its value on the secured debts cannot be obtained in accordance with existing authorities, and

☐ Foreclosure out of court under power of sale or by trustee cannot be made.

G. Voluntary Liquidation Sale Cannot be Arranged Because:

☐ Debtor(s) will not agree to sell the security property and apply the net proceeds on the secured debts in accordance with lien priorities, and

☐ Debtor(s) will not execute an agreement for voluntary liquidation of chattel security to permit the Government to sell the security property and apply the net sale proceeds on the secured debts in accordance with lien priorities, or

☐ Other lienholders will not agree to sale of security property and application of net sale proceeds in accordance with lien priorities, or

☐ Other reasons:

III. AGENCY OFFICIAL'S RECOMMENDATIONS

A. Civil Action

☐ Recommended

☐ Not Recommended

B. Criminal Action

☐ Recommended

☐ Not Recommended

Reasons: See Item 17 of Form FSA 455-1 or Item 18 of Form RD 465-7, as appropriate

Date

Agency Official

IV. AGENCY OFFICIAL'S RECOMMENDATIONS

A. Civil Action

☐ Recommended

☐ Not Recommended

B. Criminal Action

☐ Recommended

☐ Not Recommended

Reasons: See Item 19 of Form FSA 455-1 or Item 20 of Form RD 465-7, as appropriate

Date

Agency Official